

# Catawba County Emergency Medical Services

## Standard Operating Guidelines

### Unit Inspection

#### ➤ Daily Unit Inspection

- The daily unit inspection is to be completed at the begin of the shift or as soon as the call volume allows. The inspection will occur prior to any other events such as taking meals, checking e-mail, etc...
- Each crew must complete an electronic unit check-off sheet for each shift (I.e., day shift and night shift must complete a separate inspection)
- Unit inspection will include the following; primary bag, life pack monitor, all O2 cylinders for appropriate levels, patient compartment lights and equipment, emergency lights, siren, engine compartment fluid levels, visual inspection of belts and hoses, visual inspection of tires for appropriate inflation and tread, and visual inspection of unit for any new damage.
- Patient compartment cabinets, trauma bag, pediatric bag, back up drugs, and RSI box will be closed with a numbered seal applied on the doors. In the event that a seal is broken to remove equipment, the person removing the equipment is responsible for replacing any missing equipment used. The oncoming shift will be responsible for checking that the required equipment is replaced before applying a new seal.
- A list of required equipment for cabinets is attached to the glass on the front of each cabinet. These cabinets have been arranged where they are in similar location on every ambulance to help locate equipment quickly and should not be moved.
- Lists for replacing and checking off primary, pediatric and trauma bags are available on Metaframe. Boxes should have a list attached to the outside of the box.

#### ➤ Monthly Inspection

- On the 25<sup>th</sup> of each month personnel will break all seals on cabinets, bags, and boxes. This includes primary units and spare units. Perform a thorough check and replace any missing equipment. Inventory all expiration dates: drugs, fluids, batteries, and combi-pads before replacing seals. Fax the inventory list of expiring drugs and equipment to the shift supervisor.
- Supplies for replacements should be delivered before the end of the month.

#### ➤ Fire Extinguishers (Monthly Inspection)

- All fire extinguishers located at the bases and on the ambulances shall be checked on a monthly basis. These inspections should be performed on the 25<sup>th</sup> of each month along with the monthly check-off.
- Crews will visualize and inspect each extinguisher and sign and date each tag attached to same. You can inspect your ABC All-Purpose Fire Extinguishers by:
  - Lifting them off the mounting bracket and feel them for weight – they should be HEAVY.
  - Looking at the gauge – it should be in the “*green zone*”. If the unit is not appropriately charged, the extinguisher will not operate properly when activated.

- Tightening the hose. If the hose is loose, it may come off in your hands when activated or the contents may spray wildly.
- Looking in the hose. If the hose is obstructed by chewing gum or trash, the propellant will not be able to force extinguishing material out the hose effectively.
- Ensuring that the pin is securely in place and has not been removed.

A book used for documentation of inspections will be located at each base. All crews should document date, fire extinguisher location and name of person performing inspections.

On a yearly basis fire extinguishers are tested by an independent contractor. Once the tests are completed a receipt must be kept on file for each base. The receipts will be kept in book used for documentation of inspections as well as a copy with the Safety Officer.

4/7/06 – BDB